

# **STATEMENT OF ECONOMIC INTERESTS**



## **ELECTRONIC ROSTER SYSTEM USER GUIDE**

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# **Welcome to the Los Angeles County Statement of Economic Interests Electronic Roster System (*Outside Agencies*)**

This user manual is intended to assist all agency Filing Officers/Officials in navigating through the Los Angeles County Statement of Economic Interests Electronic Roster System.

The objective of this system is to provide agency Filing Officers/Officials the ability to review and update their rosters in an interactive, real time environment and to electronically enhance the notification process for Form 700 filers.

This online system will provide the ability to:

- ❖ *make changes to your agency's roster in real time*
- ❖ *ensure that Form 700 filers are properly identified and that their information is transmitted to the County in a manner that is more efficient and environmentally-friendly*
- ❖ *easily obtain an up-to-date, complete filing status of Form 700 filers*
- ❖ *send out first notifications for Assuming, Leaving and Annual Statements electronically*
- ❖ *retrieve electronically-filed Form 700 Statements for viewing and printing*
- ❖ *generate Status Reports*
- ❖ *upload and store pdf documents related to individual filers*



# Getting Started

The screenshot shows the homepage of the Los Angeles County Form 700 Electronic Filing System. At the top left is the County of Los Angeles seal and the 'lacounty.gov' logo with the tagline 'To Enrich Lives through Effective and Caring Service'. To the right is the title 'FORM 700 ELECTRONIC FILING SYSTEM'. Below this is a large banner with the text: 'Welcome to the Los Angeles County FORM 700 (SEI) Electronic Filing System & COI Roster System'. To the right of the banner is an image of a 'Statement of Economic Interests Form 700'. Below the banner is a blue bar with the text '2016 ANNUAL FORM 700 DEADLINE - FRIDAY, APRIL 1, 2016'. The main content area is divided into four columns: 'Log In' (with a 'CALIFORNIA FORM 700' header, a 'Log In' button circled in red, and fields for 'User Name' and 'Password'), 'Filing Officer Online Resources' (with links for 'Agency Conflict of Interest Codes', 'Filing Officer Info', 'COI Code Amendment Forms', and various COI code actions), 'What's New' (with sections for 'Gifts of Travel' and 'Gifts Limits'), and 'Other Resources' (with contact information for FPPC and related links). A green banner at the bottom reads 'e-Filing supports the environment through paper reduction'.

The Form 700 Electronic Filing System is located at <https://lacform700.lacounty.gov/Login.aspx>

To access the Form 700 Electronic Filing System, you will need a User Name and Password. Please read the following instructions regarding initial and subsequent entry into the system.

## New User

Your user name and temporary password will be given to you in an email notification. Upon entering this access information, you will be asked to create a new password.

## Already a User?

Once you have created a permanent password, you will be able to access this system at any time. Note that the Conflict of Interest Division will not have knowledge of your permanent password. In the event that you forget your password, you will need to click on "Forgot User Id/Password" to create a new one.

If you are already logged on and wish to change your password, locate the "Change Password" function in the blue title bar next to your name

# Change Password

### Change Password

#### Quick Help

**Password Requirements**

Your Password:

- Must be between 7 - 20 characters
- Must include at least 1 number and 1 letter
- Must contain at least 1 non-alphanumeric character. Example: ! @ # \$
- Can include uppercase and lowercase letters
- Can contain the following character (s): ! @ # %
- Can not contain any spaces
- Can not be the same as your Username.

To change your Online Password, first enter your current Password. Then enter the new Password you want and confirm your choice by reentering the new Password. For your security, your Password must meet several requirements. Please check the Password Requirements area to make sure your Password is sufficiently secure.


#### Change Your Password

1 Password:

2 New Password:

Confirm New Password:

#### Change Your Security Question

3 Security Question:  

4 Security Answer:

5

[Need Assistance?](#)

- 1 Enter the temporary password you received via email or your current password
- 2 Enter a new password which meets the requirements listed above
- 3 Click on the down arrow to choose a security question
- 4 Provide an answer to your question that will be easy for you to remember. (Your answer will not be visible. For security purposes, it will appear on screen with a series of bullets like so "●●●●●●")
- 5 Complete the change password process by clicking on "Change" or cancel the process by clicking on "Cancel"

### Change Password Complete

Your password has been changed!

Once your password has been changed, you will receive a pop up confirmation. Click on  to return to your home page.



**COI Roster Update System** **1** Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

**2** Agency: Alhambra Unified School District **3** **4** Select Filing Year: 2015 **5** **6** **7**

Type: Outside

Dashboard Agency Contact Roster e-Filers Reports Documents

Assuming Office		Leaving Office		Annual Filing	
Status	Count	Status	Count	Status	Count
eFiled	0	eFiled	0	eFiled	0
Pending	2	Pending	0	Pending	1
Received	0	Received	0	Received	6

Count

Status

Count

Status

Count

Status

- 1** After logging in, you should see your name in the blue title bar. You will also find options to change your password, view your profile information and log out of your profile.
- 2** Your agency name should appear in this field. If you are the filing officer or filing official for more than one agency, you can click the down arrow to toggle between agency names.
- 3** This is the Tab Menu. Click on each tab to navigate through various functionalities. Your main page displays a dashboard which keeps count of all your agency filers' Statements of Economic Interests. (Notice that in this view, the "Dashboard" tab has been selected.)
- 4** Select Filing Year - Click the down arrow to select the year of information you wish to view. You will find that your selected year is defaulted to 2015. As you continue to use the system each year, your profile will build a history of your agency's data and you will be able to toggle between current and prior years.
- 5** eFiled - View a count of all Assuming Office, Leaving Office and Annual Statements which have been electronically filed
- 6** Pending - View a count of all Assuming Office, Leaving Office and Annual Statements which have yet to be filed
- 7** Received - View a count of all statements, including hard copy forms you may have posted, which have been received

## Agency Contact

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: Alhambra Unified School District Type: Outside

Dashboard **1** Agency Contact Roster e-Files Reports Documents

**2** Agency Information Edit

Alhambra Unified School District  
1515 W. Mission Road Alhambra CA 91803  
(626) 943-3330

**Agency Contacts**

<b>3</b> <u>Filing Officer / Official</u> Edit	<b>4</b> <u>Agency Head</u> Edit	<b>5</b> <u>Agency Code Contact</u> Edit
Morales,Becky (626) 943-3330 apety@bos.lacounty.gov	Tellez-Gagliano,Laura tellez_laura@ausd.us	Morales,Becky (626) 943-3330 apety@bos.lacounty.gov

- 1 Click "Agency Contact" to view all contact information for your agency (Note: Information on this page is not displayed publicly and is only viewable to the user logged into the account and the Conflict of Interest Administrator.)
- 2 Agency Information - You should see the name of your agency, its address and your phone number.
- 3 Filing Officer/Official - This information pertains to the filing officer or official of the agency. You should see *your* name, contact phone number and email address.
- 4 Agency Head - This information pertains to the Head (Director, CEO, President, etc.) of your agency. You should see his/her name, contact phone number and email address.
- 5 Agency Code Contact - This information pertains to the person who maintains your agency's Conflict of Interest Code. You should see the person's name, contact phone number and email address.

## Editing a Contact Record

To edit the last name, contact phone number and/or email address of any of your agency's contact records, simply click the "Edit" function.

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-Files Reports Documents

Agency Information Edit

Alhambra Unified School District  
1515 W. Mission Road Alhambra CA 91803  
(626) 943-3330

**Agency Contacts**

<u>Filing Officer / Official</u> Edit	<u>Agency Head</u> Edit	<u>Agency Code Contact</u> Edit
Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov	Tellez-Gagliano,Laura tellez_laura@ausd.us	Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov

## Edit Agency Contact Record - Step One

Click  to open the contact record you wish to make changes to.

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency:  Type: **Outside**

Dashboard Agency Contact Roster e-Filers Reports Documents

**Agency Information**

Alhambra Unified School District  
1515 W. Mission Road Alhambra CA 91803  
(626) 943-3330

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**Agency Contacts**

Filing Officer / Official <input type="button" value="Edit"/>	Agency Head <input type="button" value="Edit"/>	Agency Code Contact <input type="button" value="Edit"/>
Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov	Tellez-Gagliano,Laura tellez_laura@ausd.us	Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov

## Edit Agency Contact Record - Step Two

Each field of information that can be changed will appear in edit mode. Once you have made your change, click on  . To exit this feature without making changes, click on  .

**1**

**Agency Contacts**

Filing Officer / Official

Last Name

First Name

Phone

Email

**2**

**Agency Contacts**

Filing Officer / Official

Last Name

First Name

Phone

Email

## Edit Agency Contact Record - Step Three

Click  to confirm that you, the authorized user on this account, are submitting accurate changes to this record. This action constitutes your electronic signature.

Message from webpage

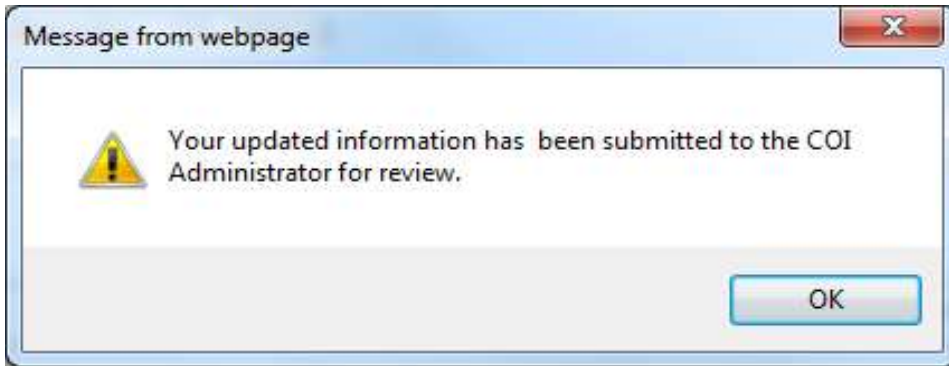
?

I confirm that I am the authorized user on this account and that the changes I am submitting are true and correct. By clicking the "OK" button, I am providing my electronic signature.



### Edit Agency Contact Record - Step Four

You should receive a pop-up confirming that your edited information has been submitted to the COI Administrator for review. Click "OK" to confirm that you have read this notification.



### Edit Agency Contact Record - Step Five

Notice that your contact record is in a "Pending" status to reflect that your edits have been submitted to the COI Administrator and are pending approval.

Agency Contacts		
Filing Officer / Official <span>Pending</span>	Agency Head <span>Edit</span>	Agency Code Contact <span>Pending</span>
Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov	Tellez-Gagliano,Laura tellez_laura@ausd.us	Morales,Becky (626) 943-3330 apetty@bos.lacounty.gov

### Edit Agency Contact Record - Step Six

To confirm that your changes were made, simply log back in and view your contact record. Please allow 1 – 2 business days for your contact record to be updated.

Agency Contacts		
Filing Officer / Official <span>Edit</span>	Agency Head <span>Edit</span>	Agency Code Contact <span>Edit</span>
Martinez,Becky (626) 943-3330 apetty@bos.lacounty.gov	Tellez-Gagliano,Laura tellez_laura@ausd.us	Martinez,Becky (626) 943-3330 apetty@bos.lacounty.gov


## Roster

“Roster” refers to your agency’s list of persons whose position requires them to file a Statement of Economic Interests (Form 700).

**COI Roster Update System** Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: **Alhambra Unified School District** Type: **Outside**

Dashboard Agency Contact **Roster** e-Filers Reports Documents

**1 Select Filing Year:** 2015 

☐ OK for Annual Rollover Process **Submit**

**2 View Roster** **3 Update Roster** **4 View Pending Rosters**

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	
Garcia	Don	Member, School Board	1, 2, 3		Yes	dgarcia@bos.lacounty.gov	12/02/15	
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	
Nixon	Richard	Superintendent	1, 2, 3		Yes	kwales@bos.lacounty.gov	10/15/15	
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04	
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14	
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	

**Export to Excel**

- 1** Click the down arrow to select the year of information you wish to view. You will find that your selected year is defaulted to 2015. As you continue to use the system each year, your profile will build a history of your agency’s data and you will be able to toggle between current and prior years for viewing information.
- 2** View Roster - Click this tab to view the names and affiliated information of all persons who are required to file the Form 700.
- 3** Update Roster – Click this tab to edit the individual information of each of your agency’s filers
- 4** View Pending Rosters – Click this tab to view all recently submitted changes to your roster which are pending COI Administrator approval

## View Roster

This page provides you with a complete list of persons who are or who have been Executive Office Form 700 filers (filers for whom the Executive Office is the Filing Officer) at any time during the filing year selected.

COI Roster Update System

Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: **Alhambra Unified School District** Type: **Outside**

Dashboard Agency Contact **Roster** e-Filers Reports Documents

Select Filing Year: **2015**

☐ OK for Annual Rollover Process

View Roster Update Roster View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date
Anderson	Jane	Member, School Board	1, 2, 3	No	Anderson_Jane@ausd.us	01/09/07		
Andrade-Stadler	Adele	Member, School Board	1, 2, 3	No	Andrade-Stadler_Adele@ausd.us	12/07/04		
Garcia	Don	Member, School Board	1, 2, 3	Yes	dgarcia@bos.lacounty.gov	12/02/15		
Gin	Robert	Member, School Board	1, 2, 3	No	Gin_Bob@ausd.us	12/02/02		
Nixion	Richard	Superintendent	1, 2, 3	Yes	kwales@bos.lacounty.gov	10/15/15		
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3	No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04		
Russell-Chavez	Joanne	Member, School Board	1, 2, 3	No		12/09/14		
Tellez-Gagliano	Laura	Superintendent	1, 2, 3	No	tellez_laura@ausd.us	09/01/12		

- 1 Select Filing Year – Choose the down arrow to toggle between years.
- 2 Column Headings – Click on each column heading to sort (by first name, last name, position title, County Employee status, etc.)
- 3 Click on the filter icon to search for filers based on specific criteria
- 4 Use this function to export all your data into an Excel spreadsheet, including column headings

## Update Roster

This page allows you to add a new filer when a filer has assumed office, or input a Leaving Office Date when a filer has left office. You may also edit your existing filers' information.

### Update Roster -



To add a new filer, click on the "Update Roster" tab and complete the following steps...

### Add New Filer - Step One

Click on the green plus sign next to "Add New Filer".

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: Alhambra Unified School District Type: Outside

[Dashboard](#) [Agency Contact](#) [Roster](#) [e-Filers](#) [Reports](#) [Documents](#)

☐ OK for Annual Rollover Process [Submit](#)

[View Roster](#) [Update Roster](#) [View Pending Rosters](#)

[+ Add New Filer](#) [Refresh](#)

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>			
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07		Edit
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04		Edit
Garcia	Don	Member, School Board	1, 2, 3		Yes	dgarcia@bos.lacounty.gov	12/02/15		Pending
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02		Edit
Nixon	Richard	Superintendent	1, 2, 3		Yes	kwales@bos.lacounty.gov	10/15/15		Edit
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04		Edit
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14		Edit
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12		Edit

[Export to Excel](#)

A new window with required fields will appear.

[View Roster](#) [Update Roster](#) [View Pending Rosters](#)

[+ Add New Filer](#) [Refresh](#)

Assuming Office Date	<input type="text"/>	Leaving Office Date	<input type="text"/>
First Name	<input type="text"/>	Designated Position	<input type="text"/>
Middle Name	<input type="text"/>	Acting Position	<input type="checkbox"/>
Last Name	<input type="text"/>	Disclosure Category	<input type="text"/>
Email Address	<input type="text"/>	Division	<input type="text"/>
County Employee	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Number	<input type="text"/>		

[Submit Roster update](#) [Cancel](#)

## Add New Filer - Step Two

Complete the following fields to add a new filer:

- ① Provide the filer's assuming Office Date
  - ② Enter the filer's First Name.
  - ③ Enter the filer's Middle Name or Initial (if available).
  - ④ Enter the filer's Last Name.
  - ⑤ Enter the filer's full email address. (Please ensure that the email is current and functioning.)
  - ⑥ Check the appropriate box to indicate whether or not the filer is a County Employee
  - ⑦ If the filer is a County employee, please enter "e" and their six digit employee number (e.g. e123456). If the filer is not a County employee, leave this blank.
  - ⑧ Click the down arrow to choose the designated position of the filer from the drop down menu. (The disclosure categories for this designated position will automatically generate in the "Disclosure Category" field.)
  - ⑨ Check the box if the filer is occupying an "acting" or interim position
  - ⑩ Click **Submit Roster update.** to submit this data to the COI Administrator for approval.
- ★ The Division field is an optional function which you can use to categorize your filers.

## Update Roster .

Edit

To edit information or to input a Leaving Office Date, click on the “Edit” function.

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: **Alhambra Unified School District** Type: **Outside**

Dashboard Agency Contact **Roster** e-Filers Reports Documents

☐ OK for Annual Rollover Process

View Roster **Update Roster** View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date	
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07		Edit
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04		<b>Edit</b>
Garcia	Don	Member, School Board	1, 2, 3		Yes	dgarcia@bos.lacounty.gov	12/02/15		Pending

## Edit - Step One

View Roster **Update Roster** View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	①
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	Edit

Assuming Office Date: 12/7/2004

First Name: Adele

Middle Name: ① E

Last Name: ② Andrade-Stadler

Email Address: ③ Andrade-Stadler\_Adele@ausd.us

County Employee: ☐ Yes ☒ No

Employee Number: N000021

Leaving Office Date: ④

Designated Position: ⑤ Member, School Board

Acting Position: ⑥ ☐

Disclosure Category: 1, 2, 3

Division:

Type the updated information in the appropriate field and/or select the Leaving Office Date by using the calendar icon (if applicable). Then, click  to submit your changes to the COI Administrator for approval.

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	Edit

Assuming Office Date: 12/7/2004

First Name: Adele

Middle Name: E

Last Name: **Stadler**

Email Address: Andrade-Stadler\_Adele@ausd.us

County Employee: ☐ Yes ☒ No

Employee Number: N000021

Leaving Office Date:

Designated Position: Member, School Board

Acting Position: ☐

Disclosure Category: 1, 2, 3

Division:

In this scenario, the filer's last name has been changed from “Andrade-Stadler” to “Stadler”



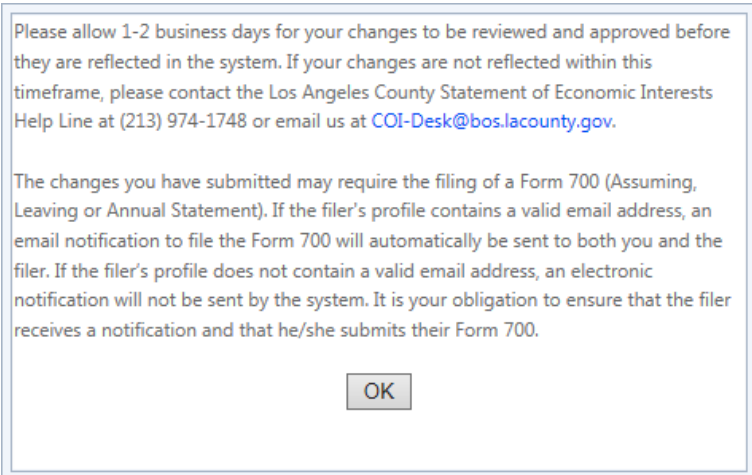
**Edit - Step Two**

Click  to confirm that you, the authorized user on this account, are submitting true and accurate changes to this record. This action constitutes your electronic signature.



**Edit - Step Three**

Click  to confirm that you have read the terms and conditions that determine the approval of your edits.



**Edit - Step Four**

Notice that the status of your filer is no longer in Edit mode. The status has changed to “pending” to reflect that your edits have been submitted to the COI Administrator and are pending approval.

View Roster    Update Roster    View Pending Rosters							
Add New Filer							Refresh
Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07    Edit
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04    Pending
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02    Edit

## Edit - Step Five

Once the COI Administrator has approved your edits, confirm that your changes were made by clicking on “View Roster”.

Agency: Alhambra Unified School District Type: Outside

User Management Pending Updates ▾ Dashboard Agency Contact **Roster** e-Files Reports Documents Submit Form 700

Select Filing Year: 2015

☐ OK for Annual Rollover Process Submit

View Roster Update Roster View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>		
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04	
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14	
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	
Total Filer:6								

Export to Excel

You will also notice that the status of your filer is no longer in Pending mode when you go to “Update Roster”.

Agency: Alhambra Unified School District Type: Outside

User Management Pending Updates ▾ Dashboard Agency Contact **Roster** e-Files Reports Documents Submit Form 700

☐ OK for Annual Rollover Process Submit

View Roster **Update Roster** View Pending Rosters

+ Add New Filer Refresh

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>		
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	Edit
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	Edit
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04	Edit
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14	Edit
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	Edit
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	Edit
Total Filer:6								

Export to Excel

## Annual Rollover

The electronic process for annual rollover is equivalent to the manual process involving annual roster updates. Normally, hard copy rosters are mailed to each filing officer at the end of the year, requiring the updating and approval of the agency's roster for the next year. Via the online system, Roster changes can now be made throughout the year as changes occur.

Once you have reviewed your online roster and it reflects the most accurate information for your agency, you can go to the "Update Roster" page and provide your approval to begin the Annual Rollover Process. **(Note: This functionality will only be available to you once a year. You will receive notification from the COI Administrator as to when you should begin the rollover process.)**

### Annual Rollover - Step One

Go to "Update Roster". Upon reviewing your agency's roster, if you agree that all the filers listed are active and should be rolled over to the next filing year, check the box next to "OK for Annual Rollover Process" and click

User Management Pending Updates ▾ Dashboard Agency Contact **Roster** e-Filers Reports Documents Submit Form 700

☒ OK for Annual Rollover Process

View Roster **Update Roster** View Pending Rosters

+ Add New Filer Refresh

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Bruesch	Robert	Member of the Board of Education	1, 2, 3		No	bobbruesch@charter.net	12/10/03	Edit
Chin	Maureen	Member of the Board of Education	1, 2, 3		No	mreenc@hotmail.com	12/12/13	Edit
Chu	Anita	Superintendent	1, 2, 3		No	achu@garvey.k12.ca.us	11/01/14	Edit
Lo	Henry	Member of the Board of Education	1, 2, 3		No	generasian_xer@yahoo.com	12/10/03	Edit
Meng	Keilley	Member of the Board of Education	1, 2, 3		No	Kmeng@garvey.k12.ca.us	12/10/15	Edit
Trabanino	Ronald	Member of the Board of Education	1, 2, 3		No	trabaninoronald@gmail.com	12/12/13	Edit
Total Filers:6								

### Annual Rollover - Step Two

Click  to confirm that you, the authorized user on this account, have reviewed your agency's roster and are submitting it to the COI Administrator so that the listed filers can roll over to the next filing year.

Message from webpage

?

I confirm that I have reviewed my agency's roster and acknowledge that it accurately reflects only active filers in my agency who should be rolled over to the next filing year.

## Annual Rollover - Step Three



Once your roster has been submitted to the COI Administrator, the “Submit” button will be replaced with a grayed-out button that reads:

Annual Rollover is pending COI Administrator approval

Dashboard Agency Contact **Roster** e-Filers Reports Documents

☒ OK for Annual Rollover Process Annual Rollover is pending COI Administrator approval

View Roster Update Roster View Pending Rosters

 Add New Filer  Refresh

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	

## Annual Rollover - Step Four

The COI Administrator will review and confirm your submittal, creating different roster views for the new filing year. (Please allow up to 7 business days to be able to view your new roster.) You will notice that your roster view has defaulted to the new filing year and the option for the Annual Rollover Process has disappeared.

User Management Pending Updates ▾ Dashboard Agency Contact **Roster** e-Filers Reports Documents Submit Form 700

Select Filing Year: 2016 ▾

View Roster Update Roster View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>		
Bruesch	Robert	Member of the Board of Education	1, 2, 3		No	bobbruesch@charter.net	12/10/03	
Chin	Maureen	Member of the Board of Education	1, 2, 3		No	mreenc@hotmail.com	12/12/13	
Chu	Anita	Superintendent	1, 2, 3		No	achu@garvey.k12.ca.us	11/01/14	
Lo	Henry	Member of the Board of Education	1, 2, 3		No	generasian_xer@yahoo.com	12/10/03	
Meng	Keilley	Member of the Board of Education	1, 2, 3		No	Kmeng@garvey.k12.ca.us	12/10/15	
Trabanino	Ronald	Member of the Board of Education	1, 2, 3		No	trabaninoronald@gmail.com	12/12/13	
Total Filer:6								

Export to Excel

## View Pending Rosters

View Roster		Update Roster		View Pending Rosters					
Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>			
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04		<a href="#">Cancel</a>
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14		<a href="#">Cancel</a>
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04		<a href="#">Cancel</a>
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	12/04/15	<a href="#">Cancel</a>
Total Filter:4									
<a href="#">Export to Excel</a>									

If you submitted changes through the “Update Roster” function, that information will appear here until the COI Administrator approves the changes. Once these changes have been approved by the COI Administrator, they will no longer appear on “View Pending Rosters” page. You can then go to your “View Roster” tab to see your updated roster.

To cancel any newly submitted edits that have not yet been approved by the COI Administrator, click on “Cancel”. Note: these changes will not reach the COI Administrator for approval.

## Email Notifications

Once a new filer profile has been created, if the filer's profile contains a valid email address, an automatic email notification will be sent from the COI-Desk to both you and the new filer advising him or her to submit an Assuming Office Statement. **(Note: This feature will be activated after the 2016 Annual Filing Period.)**

From: COI-Desk@bos.lacounty.gov  
To: filer  
Cc: filing officer/official  
Subject: FORM 700 ASSUMING OFFICE STATEMENT DUE (EMAIL NOTIFICATION)

**WELCOME TO THE NEWLY ENHANCED E-FILING SYSTEM FOR FORM 700**

**(Filer Name):**

Our records indicate that you assumed a position with **Agency Name** on **Assuming Office Date** which requires you to file an Assuming Office Statement of Economic Interests (Form 700).

You may file your Form 700 electronically, using the Los Angeles County E-Filing System. (Your log on information will be sent to you in a separate email unless you have entered our system and created a password for a previous filing.) However, should you choose to file your Form 700 by hard copy, you will need to contact your agency's filing officer to obtain a blank form and your disclosure requirements.

The reporting period covered by this filing must encompass the 12 months prior to the date you assumed office. The deadline for submitting your Form 700 is **Due Date**. Failure to file by the due date may subject you to late filing fees.

Should you require assistance with your disclosure requirements, please contact your Filing Officer/Official. **(Name of Filing Officer/Official)** at **(Filing Officer/Official Contact #)**.

e-Filing supports the environment through paper reduction

The filer will receive a separate email containing his/her log in information.

From: COI-Desk@bos.lacounty.gov  
To: filer  
Cc:   
Subject: FORM 700 ASSUMING OFFICE STATEMENT (LOGIN INFORMATION)

**WELCOME TO THE NEWLY ENHANCED E-FILING SYSTEM FOR FORM 700**

**(Filer Name):**

Our records indicate that you assumed a position with **Agency Name** which requires you to file an Assuming Office Statement of Economic Interests (Form 700).

To file your Form 700 electronically, via the Los Angeles County E-Filing System, simply click this link: <https://lacform700.lacounty.gov> and log on using the information below:

**CALIFORNIA FORM 700**  
THE POLITICAL PRACTICES COMMISSION  
A PUBLIC DOCUMENT

**USERNAME: XXXXXXXX**

**TEMPORARY PASSWORD: XXXXXXXX**

For questions regarding the e-filing system, please contact us at (213) 974-1748 or [COI-Desk@bos.lacounty.gov](mailto:COI-Desk@bos.lacounty.gov).

e-Filing supports the environment through paper reduction



Upon the submission of a leaving office date, if the filer's profile contains a valid email address, an automatic email notification will be sent to both you and the filer, advising him or her to submit a Leaving Office Statement.

This is a screenshot of an email interface. The header shows the email is from 'COI-Desk@bos.lacounty.gov' to 'filr'. The subject is 'FORM 700 LEAVING OFFICE STATEMENT DUE INITIAL NOTIFICATION'. The body of the email contains the following text:

**(Filer Name):**

Our records indicate that you left your position with **Agency Name** on **Leaving Office Date** which requires you to file a Leaving Office Statement of Economic Interests (Form 700). The deadline for submitting your Form 700 is **Due Date**.

You may file your Form 700 electronically, using the Los Angeles County E-Filing System. (Your log on information will be sent to you in a separate email unless you have entered our system and created a password for a previous filing.) However, should you choose to file your Form 700 by hard copy, you will need to contact your agency's filing officer to obtain a blank form and your disclosure requirements.

Should you require assistance with your disclosure requirements, please contact your Filing Officer/Official, **(Name of Filing Officer/Official)** at **(Filing Officer/Official Contact #)**.

▲ e-Filing supports the environment through paper reduction


If this is the first time the filer is using the online system, he/she will receive a separate email containing his/her log in information.

This is a screenshot of an email interface. The header shows the email is from 'COI-Desk@bos.lacounty.gov' to 'filr'. The subject is 'FORM 700 LEAVING OFFICE STATEMENT (LOGIN INFORMATION)'. The body of the email contains the following text:

**(Filer Name):**

Our records indicate that you left your position with **Agency Name** on **Leaving Office Date** which requires you to file a Leaving Office Statement of Economic Interests (Form 700). The deadline for submitting your Form 700 is **Due Date**.

To file your Form 700 electronically, via the Los Angeles County E-Filing System, simply click this link: <https://lacform700.lacounty.gov> and log on using the information below:



**USERNAME:** XXXXXXXX

**TEMPORARY PASSWORD:** XXXXXXXX

For questions regarding the e-filing system, please contact us at (213) 974-1748 or [COI-Desk@bos.lacounty.gov](mailto:COI-Desk@bos.lacounty.gov).

▲ e-Filing supports the environment through paper reduction

## e-Filers

This section will provide you with a list of all filers in your agency who have filed their Form 700 electronically.

**1** Select Filing Year: 2015

Last Name	First Name	MI	EmployeeNumber
Greenstein	Jay	D	
Koretz	Paul		N001119
Sahli-Wells	Meghan	Gwethalyn	
Westall	Andrew	J	
Total Filers: 4			

- 1** Select Filing Year – Choose the down arrow to toggle between years.
- 2** Column Headings – Click on each column heading to sort alphabetically by first name or last name
- 3** Click on the arrow next to a filer's name if you wish to view a list of their electronically filed statements for the year selected.

**4** View Report

Agency Name	Form Type
Exposition Metro Line Construction Authority	<b>5</b> Annual

- 4** Click on "View Report" to view, in real time, a pdf version of any Statement that has been filed electronically. The moment a filer's Statement/Report has been submitted, it is time stamped and considered filed.
- 5** To locate the Statement you wish to view, look for the Form Type (e.g. Annual, Assuming, Leaving). In this case, the filer's *Annual* Statement is ready for viewing.

## Reports

The Reports section allows you to generate a report of Received or Pending Statement of Economic Interests (SEIs) by Form Type (e.g. Annual, Assuming Office, Leaving Office) and by year.

COI Roster Update System

Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency:  Type: **Outside**

Dashboard Agency Contact Roster e-Filers **Reports** Documents

Select Filing Year:  1

Type of SEI: ☒ Annual ☐ Assuming ☐ Leaving

Status: ☒ Received ☐ Pending

1 Select Filing Year – Choose the down arrow to toggle between years.

Agency:  Type: **Outside**

Dashboard Agency Contact Roster e-Filers **Reports** Documents

Select Filing Year:

2 Type of SEI: ☒ Annual ☐ Assuming ☐ Leaving

Status: ☐ Received ☒ Pending

2 Select the type of Statement of Economic Interests (SEI) you wish to view a report for

Agency:  Type: **Outside**

Dashboard Agency Contact Roster e-Filers **Reports** Documents

Select Filing Year:

Type of SEI: ☐ Annual ☒ Assuming ☐ Leaving

3 Status: ☐ Received ☒ Pending

4

Last Name	First Name	MI	EmployeeNumber	(S)Single or (M)Extended	Date Received
Garcia	Don		e220640		
Nixon	Richard		e882277	S	

5

3 Select whether you would like to view a report of Received or Pending statements

4 Click "Run Report" to view the criteria you selected in a report form

5 Click "Export to Excel" to export the data to a printable document

## Documents

This section will provide you with the capability to upload and store miscellaneous documents related to each filer on your roster. To add a document, follow these steps:

### Uploading Documents - Step One

Choose the profile where you would like to store your document by clicking on the arrow next to the filer's name.

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-Filers Reports Documents

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
<span>▶</span> Anderson	Jane	Member, School Board		
<span>▶</span> Andrade-Stadler	Adele	Member, School Board		
<span>▶</span> Garcia	Don	Member, School Board	True	
<span>▶</span> Gin	Robert	Member, School Board		
<span>▶</span> Nixion	Richard	Superintendent	True	
<span>▶</span> Rodriguez-Mackintosh	Patricia	Member, School Board		
<span>▶</span> Russell-Chavez	Joanne	Member, School Board		
<span>▶</span> Tellez-Gagliano	Laura	Superintendent		

### Uploading Documents - Step Two

To upload a document, click on the green plus sign next to Add New File

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-Filers Reports Documents

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division																												
<span>▶</span> Anderson	Jane	Member, School Board																														
<div> <span>+</span> Add New File           <span>↻ Refresh</span> </div> <table border="1"> <thead> <tr> <th></th> <th>File Name</th> <th>Form Type</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">View File</a></td> <td>Chief Board Services 11-18-15.pdf_AF44996.pdf</td> <td>Miscellaneous</td> <td>12/08/15</td> </tr> <tr> <td><a href="#">View File</a></td> <td>87200 Filers Assuming Office.pdf_AF44996.pdf</td> <td>Miscellaneous</td> <td>12/08/15</td> </tr> <tr> <td><a href="#">View File</a></td> <td>87200 Filers Leaving Office.pdf_AF44996.pdf</td> <td>Miscellaneous</td> <td>12/08/15</td> </tr> <tr> <td><a href="#">View File</a></td> <td>AF101-20151208085915_AmendmentUpload.pdf</td> <td></td> <td>12/08/15</td> </tr> <tr> <td><a href="#">View File</a></td> <td>AF100-20151208080624_AmendmentUpload.pdf</td> <td></td> <td>12/08/15</td> </tr> <tr> <td><a href="#">View File</a></td> <td>AF44996_AnnualFilingUpload.pdf</td> <td>Form700</td> <td>12/08/15</td> </tr> </tbody> </table>						File Name	Form Type	Created Date	<a href="#">View File</a>	Chief Board Services 11-18-15.pdf_AF44996.pdf	Miscellaneous	12/08/15	<a href="#">View File</a>	87200 Filers Assuming Office.pdf_AF44996.pdf	Miscellaneous	12/08/15	<a href="#">View File</a>	87200 Filers Leaving Office.pdf_AF44996.pdf	Miscellaneous	12/08/15	<a href="#">View File</a>	AF101-20151208085915_AmendmentUpload.pdf		12/08/15	<a href="#">View File</a>	AF100-20151208080624_AmendmentUpload.pdf		12/08/15	<a href="#">View File</a>	AF44996_AnnualFilingUpload.pdf	Form700	12/08/15
	File Name	Form Type	Created Date																													
<a href="#">View File</a>	Chief Board Services 11-18-15.pdf_AF44996.pdf	Miscellaneous	12/08/15																													
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<a href="#">View File</a>	AF44996_AnnualFilingUpload.pdf	Form700	12/08/15																													
<span>▶</span> Andrade-Stadler	Adele	Member, School Board																														
<span>▶</span> Garcia	Don	Member, School Board	True																													

## Uploading Documents - Step Three

Identify the type of file you wish to upload (i.e. Form 700, Amendment or Miscellaneous Item)

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
Anderson	Jane	Member, School Board		

[Add New File](#) [Refresh](#)

File Name	Form Type	Created Date
Select File Type: Form 700 <input type="text"/> <a href="#">Select</a> <a href="#">Add</a> <a href="#">Cancel</a>		
This Filer has no file.		

▶	Gin	Robert	Member, School Board	
▶	Rodriguez-Mackintosh	Patricia	Member, School Board	
▶	Russell-Chavez	Joanne	Member, School Board	
▶	Stadler	Adele	Member, School Board	False
▶	Tellez-Gagliano	Laura	Superintendent	

## Uploading Documents - Step Four

Once you have selected your file type, click on [Select](#) to browse through your computer files and locate the document you wish to upload.

Agency: Alhambra Unified School District Type: Outside

[Dashboard](#) [Agency Contact](#) [Roster](#) [e-Filers](#) [Reports](#) [Documents](#)

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
Anderson	Jane	Member, School Board		

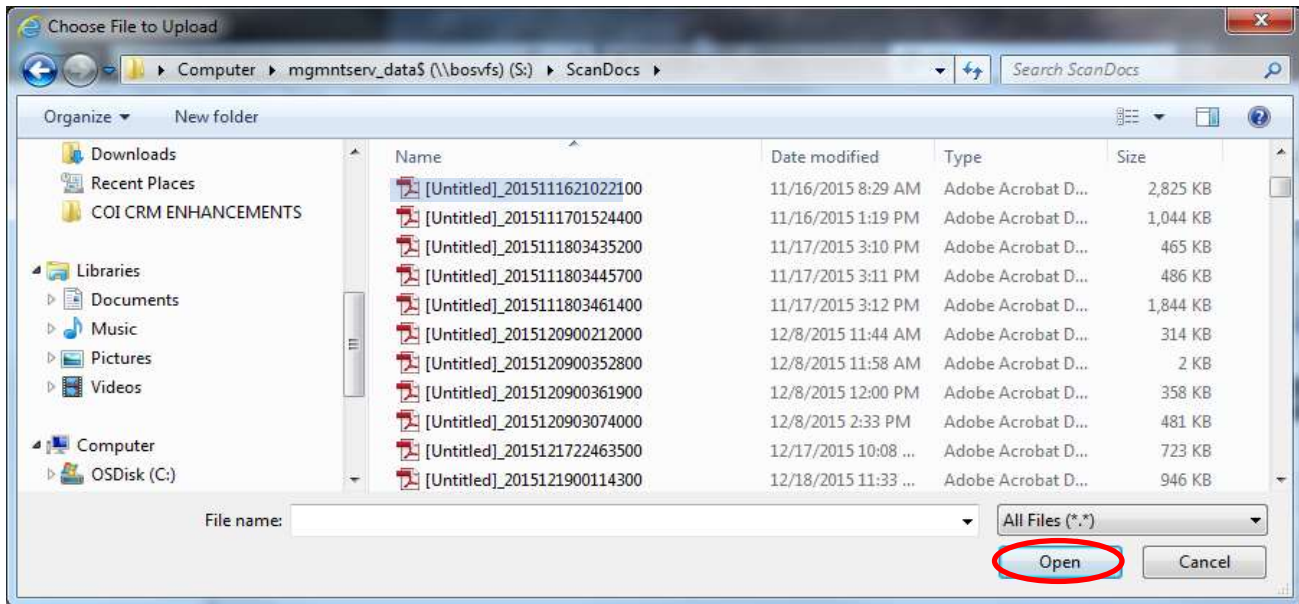
[Add New File](#) [Refresh](#)

File Name	Form Type	Created Date	
Select File Type: Miscellaneous <input type="text"/> <a href="#">Select</a> <a href="#">Add</a> <a href="#">Cancel</a>			
View File	Chief Board Services 11-18-15.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	87200 Filers Assuming Office.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	87200 Filers Leaving Office.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	AF101-20151208085915_AmendmentUpload.pdf		12/08/15
View File	AF100-20151208080624_AmendmentUpload.pdf		12/08/15
View File	AF44996_AnnualFilingUpload.pdf	Form700	12/08/15

## Uploading Documents - Step Five

Highlight the document you wish to upload and click on

Open



## Uploading Documents - Step Six

The document will be temporarily held in queue until you click on **Add** to permanently add the document to your filer's profile. Click **Remove** if you decide you do not want to upload the document after all.

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-Files Reports Documents

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
Anderson	Jane	Member, School Board		
Andrade-Stadler	Adele	Member, School Board		

[Add New File](#) [Refresh](#)

File Name	Form Type	Created Date
[Untitled]_2015111621022100.pdf <a href="#">Remove</a>		

Select File Type: Miscellaneous  [Select](#) [Add](#) [Cancel](#)

View File AF44999\_AnnualFilingUpload.pdf Form700 12/08/15



## Viewing Documents – Step One

Choose the profile from which you would like to retrieve a document by clicking on the arrow next to the filer's name

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-File Reports **Documents**

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
<input type="text"/>	<input type="text"/>			
Anderson	Jane	Member, School Board		
Andrade-Stadler	Adele	Member, School Board		
Garcia	Don	Member, School Board	True	

## Viewing Documents – Step Two

To view a document, click on [View File](#)

COI Roster Update System Welcome, **Becky Morales** [ Change Password ] [ View Profile ] [ Log Out ]

Agency: Alhambra Unified School District Type: Outside

Dashboard Agency Contact Roster e-File Reports **Documents**

Select Filing Year: 2015

Last Name	First Name	Position	County Emp.	Division
<input type="text"/>	<input type="text"/>			
Anderson	Jane	Member, School Board		

Add New File  Refresh

	File Name	Form Type	Created Date
View File	Chief Board Services 11-18-15.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	87200 Filers Assuming Office.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	87200 Filers Leaving Office.pdf_AF44996.pdf	Miscellaneous	12/08/15
View File	AF101-20151208085915_AmendmentUpload.pdf		12/08/15
View File	AF100-20151208080624_AmendmentUpload.pdf		12/08/15
View File	AF44996_AnnualFilingUpload.pdf	Form700	12/08/15

## Need Assistance?



For assistance with the use of Los Angeles County Electronic Roster System, please use the following contact information:



Email: [COI-Desk@bos.lacounty.gov](mailto:COI-Desk@bos.lacounty.gov)  
T: 213-974-1748



Nansi Buenrostro



Therese Yopez



Andrea Petty